

*Briefs mfgs  
Admin Agency*

DCI/IC 74-0984

20 March 1974

MEMORANDUM FOR: See Distribution

SUBJECT : Items for DCI's Briefing Book

1. As you know, the Director is absent until 28 March. All offices have been asked to provide to ES/DCI by 1500 hours, 27 March, any material for his briefing book.

2. Items to be included should consist of brief, concise, up-to-the-minute statements about significant things that have happened during his absence about which he should be made aware as promptly as possible. Items which have been covered by publications, correspondence, or minutes of meetings, copies of which have already been provided to the DCI, should not be included.

3. It is requested that each office advise [redacted] by 1100 hours, 25 March, if you have anything on which the IC Staff should report, extension [redacted]

STA  
STA  
STA

[redacted]  
Chief, Coordination Staff

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